

**CITY OF UPSALA
UNOFFICIAL MINUTES
(Minutes become official once approved at next meeting)
February 11, 2008**

Pursuant to due call and notice thereof, the City Council of Upsala, MN met in regular session on Monday, February 11, 2008 at 7:00 p.m. in the Upsala Fire Hall. All council members and city employees were present.

Meeting called to order by the Honorable Mayor Cheney at 7:00 p.m.

- Mayor Cheney motion to approve resolution that appoints Bethany Malisheske to vacant council position (Drevlow), second by councilor Maciej; unanimously carried. Oath of Office administered to Bethany Malisheske. Clarification that this position will be on the November 2008 ballot because Mr. Drevlow had three years left on his term.

Minutes

- January Regular Meeting-motion to accept by councilor Maciej, second by councilor Hovland; unanimously carried.
- January Special Meeting-motion to accept by councilor Hovland, second by councilor Johnson; unanimously carried.
- Agenda-Discussion regarding financial reports being before visitors on the agenda, motion by councilor Johnson to move financial reports permanently after maintenance report and visitors (so they do not have to wait if they have a concern to address,) second by councilor Maciej; unanimously carried.

Agenda Review

Visitors

- Widseth, Smith and Nolting representative Chris Sonmor explained the quotation they submitted for site design and storm water facility on the proposed Regional Services Center Project. The survey part of the plan depends on how good the previous survey was, and the site plan is self explanatory. Chris looked at the survey from before, and suggested we would want to get it electronically with a point file. Bill Krivanek also a visitor in attendance explained the task force has a quote from Duffy Engineering that appears to be the same type of work, but for a lot less cost. A quick comparison from Chris suggested the two quotes may have many of the same items included, except Widseth did not have wetland mitigation because there are no wetlands involved. WSN did not include water and sewer plans because those have been completed already. WSN did not include landscaping. Duffy's quotation did not include certain items, and a request was made to have them submit an exact comparison to WSN.
- Bill Krivanek Regional Services Center task force update-Reported 13 current part time employees and 3 new part time in addition to current

vocational day training positions are part of the plan. He is satisfied the architect does have his direct involvement using the designer as a go-between, The structural engineering plan is quoted at \$3,000, and the architect and designer have been paid for work up to this point. Motion by Mayor Cheney to enter into the Duffy Engineering agreement for structural engineering, second by councilman Maciej; unanimously carried. The site plan was put on hold at this point until the council can completely compare the two quotations. The Duffy engineering plan was given to WSN for their comparison, and the same opportunity will be given to Duffy.

- Kathy Koetter presented two resolutions: one for the carnival at the school, and one for two years of the gambling permit renewal at Bullfrogs by the Lions. Mayor Cheney motion to adopt the resolution allowing the Lions to hold an off site raffle at the school, second by councilor Maciej, unanimously carried. Mayor Cheney motion to adopt resolution to allow the Lions to conduct charitable gambling for two years at Bullfrogs, second by councilor Hovland; unanimously carried.

Maintenance Report-Frank Koopmeiners

- MRWA conference week of March 3rd-his license hours are due, and he needs to attend. Registration is \$150. Motion by Mayor Cheney to approve Frank attendance at the conference in St. Cloud, second by councilor Maciej; unanimously carried.
- Frank reported he and Julian might be taking down the seasonal lights this week.
- January water up 239 gallons at 24,806 per day; sewer up .04 hr, or 1.94 hrs. Per day.

Financial Report

- Clerk reported line item and account revisions to system affecting budget, presented resolution declaring: motion made by councilor Hovland to adopt resolution regarding 2007 budget changes, second by councilor Johnson; unanimously carried.
- 2008 Budget line items reviewed as affected by revisions to accounts.
- Budget summary to State Auditor presented
- Statement of Outstanding Indebtedness to County Auditor presented
- Resolution presented declaring amount to capital outlay for 2007 budget year, motion made by Mayor Cheney to adopt resolution, second by councilor Hovland; carried.

Fire Department Report-Jay Baggenstoss; Fire Chief

- New applicants, three applied for two positions, recommend approval for Nicholas Johnson and Greg Willenbring pending they pass physicals and training. CPR training will be soon, clerk requested attendance as hers has expired. Chief Baggenstoss stated the department has a limit of 20 members; can the clerk check into adding one or two more? CPA will be notified to determine affect on Relief Association. Motion by councilor Hovland to approve recommended applicants, second by councilor Maciej; unanimously carried.

- Thermal imaging camera was used twice already and is very handy to see hot spots right away which prevent return trips to fire calls.
- Reported an anonymous tip regarding a rental property which may be a fire hazard. Clerk directed to write a letter.
- Minnesota CAER pipeline training free of charge and members attending.

Planning Commission Report

- Land Shark Registration & Pictometry item moved to Planning Commission agenda for March
- Question on shed in drive way of resident building permit? Suggestion it is there temporarily until moved to another location.
- Clerk will make a few copies of zoning ordinance for council
- Land Use Permits-Tarback recommended approval by UPC, moved by Mayor Cheney to approve the permit, second by councilor Maciej; unanimously carried.
- Permit fees clarification \$15 is the fee, with \$75 for new construction

Community Development Commission Report-

- Grant proposal for paying costs of printing and distributing of the Upsala Brochures \$985 and \$65 plus a \$500 design consultant fee for the Historical Society Building, motion by councilor Hovland to approve the application to the Initiative Foundation for grant, second by councilor Maciej; unanimously carried.
- Appointment of councilor Malisheske to UCDC, moved by Mayor Cheney, second by councilor Maciej; unanimously carried.
- Regional Services Center Task Force minutes.
- Clerk suggested per earlier discussion on quotes, a request be made to Duffy to submit a comparable bid to WSN. Councilor Johnson will ask Bill.

Old Business-

- Recycling grant can be used to subsidize fees
- Employment Agreement-tabled

New Business-

- Resolution IRS mileage rate at .505 cents per mile in 2008, and clerk can change rate as the IRS does; moved by councilor Hovland to adopt, second by councilor Johnson; carried.
- Resolution Charges for Services ordinance amendment to wording to allow residents payment arrangements of past due utility bills, second by Mayor Cheney; unanimously carried. Ordinance change will be published.
- Office hours open more days-motion by Mayor Cheney open hours to be EVERY Monday and Wednesday 8:30-4:00 p.m. excluding holidays, second by councilor Johnson; unanimously carried.

- Board of Equalization April 23, 2008 at 11:00 a.m. by appointment only, moved by Mayor Cheney to approve the date and time, second by councilor Hovland; unanimously carried.

Correspondence packet items reviewed

- Two letters: one from House Minority leader Seifert, and one from LMC Lynn Peterson regarding transportation funding; no action.
- Letter from Morrison County Agricultural Society requesting donation- no action

Clerk-charging public for copies moved by councilor Hovland to charge 10 center per side, second councilor Johnson; unanimously carried.

Bills audited and ordered paid in the amount of \$14,139.94.

Meeting adjourned by Mayor Cheney at 9:45 p.m.

Attest:

Michele Caron, Clerk

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